GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

AHDD&F Department –The Andhra Pradesh Fisheries University Act, 2020 – First Statutes of the Andhra Pradesh Fisheries University, West Godavari - Notification - Orders - Issued.

ANIMAL HUSBANDRY, DAIRY DEVELOPMENT & FISHERIES (FISH) DEPARTMENT

G.O.Ms.No. 5

Dated: 08.02.2022
Read the following:

1) The Andhra Pradesh Fisheries University Act, 2020 (Act No.39 of 2020).
2) From Commissioner of Fisheries, A.P., Vijayawada, Lr.No.APFU/1025/2021, Dt: 30.11.2021.

** * **

ORDER:-

The following Notification will be published in an Extra-Ordinary Issue of the Andhra Pradesh Gazette, dated: 08.02.2022.

NOTIFICATION

In exercise of the powers conferred by sub-section (1) of Section 49 of the Andhra Pradesh Fisheries University Act, 2020 (Act No.39 of 2020), the Government hereby make the First Statutes of Andhra Pradesh Fisheries University, West Godavari which are appended to this notification.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr. POONAM MALAKONDAIAH
SPECIAL CHIEF SECRETARY TO GOVERNMENT (FAC)

To
The Commissioner of Printing press, A.P Vijayawada.
(He is requested to publish the Notification in the Extra-ordinary issue of Andhra Pradesh Gazette and send 200 copies to the Commissioner of Fisheries, A.P Vijayawada and 50 copies to the Government)
Copy to:
The Commissioner of Fisheries, A.P Vijayawada.
The PS to M(AHDD&F)
The P.S to Addl. Secretary to C.M.
P.S. to Spl. C.S to Government, AHDD&F Department.
All the District Collectors.
All the Departments of Secretariat.
All the Heads of the Departments.
The Law Department, A.P Secretariat, Velagapudi.
The Secretary to Governor, Raj Bhawan, Vijayawada.
The P.S.to Secretary to Legislature, Legislature Secretariat, Velagapudi.
SF/SC.

// FORWARDED :: BY ORDER //

SECTION OFFICER.

(G.O.Ms.No. 05, AHDD&F(FISH) DEPARTMENT, Dt: 08.02.2022)

FIRST STATUTES OF
Andhra Pradesh Fisheries University, West Godavari

CHAPTER – I

1. These Statutes shall be called the First Statutes of the Andhra Pradesh Fisheries University, West Godavari.

2. Definitions: (i) In these Statutes, unless there is anything repugnant in the subject or context:
   (a) 'Act' means the Andhra Pradesh Fisheries University Act, 2020;
   (b) 'Appointing Authority' means the authority competent to make appointment to the post of an officer of the University;
   (c) 'Cadre' means the strength of a service or a part of a service sanctioned as a separate unit;
   (d) 'Earned Leave' means the leave earned in respect of the period spent on duty;
   (e) 'Lien' means the title of an officer of the University to hold substantively either immediately or on the termination of a period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively;
   (f) 'Officer' means an officer of the University as defined in the section 9 of the Andhra Pradesh Fisheries University Act, 2020.
   (g) 'Pay' means the amount drawn monthly by an officer as (i) the pay which has been sanctioned for the post held by him, in a substantive, officiating or temporary capacity, (ii) special pay or personal pay, if any; and (iii) any other emoluments which may be specially classified as pay;
   (h) 'Permanent post' means a post carrying a definite rate of pay sanctioned without a limit of time;
   (i) 'Section' means a Section of the Act;
   (j) 'Temporary post' means a post carrying a definite rate of pay sanctioned for a limited time;
   (k) 'Tenure post' means a permanent post which an individual officer may not hold for more than a limited period.

(ii) Words and expressions not defined in these Statutes and used in the Act shall have the meaning assigned to them in the Act.

CHAPTER II
Officers of the University

3. Officers: (1) The officers mentioned in Section 9 of the Act.
(2) Such other persons in the service of the University approved by Board of Management.

Appointments

4. General: All appointments shall be made strictly on the basis of merit and in accordance with the Rule of Reservation in vogue.

5. Manner of Appointment of Vice-Chancellor:

(1) The first Vice-Chancellor shall be appointed by the Chancellor on a salary to be fixed by him for a period to be fixed by him but not exceeding three years on such conditions as he thinks fit. The person to be appointed as first Vice-Chancellor shall fulfill basic requirements as mentioned in sub-clause (b) of clause (2) of this statue.

(2) (a) Subsequently, as and when a Vice-Chancellor vacancy is to be filled, the Government shall constitute a Search Committee consisting of :-

(i) Chief Secretary of the State;

(ii) Nominee of the State Government [Such nominee shall be a person of eminence in the sphere of Fisheries Science and shall not be connected in any manner with the University or its Colleges and shall not be below the rank of Vice-Chancellor]

(iii) Director General, Indian Council of Agricultural Research (ICAR) or his nominee

(b) A Person with the highest level of competence, integrity, morals and institutional commitment is to be appointed as Vice-Chancellor. The Vice-Chancellor to be appointed should be a distinguished academician in Fisheries Science possessing educational qualifications as per Section 21 of the Act; having a minimum of ten years experience as Professor in State Fisheries/Agriculture/Veterinary University/ ICAR System.

(c) The Search Committee shall submit a panel of three (3) persons to the Government in alphabetical order and the Government will recommend one person from the panel to the Chancellor, who shall appoint the person as Vice-Chancellor of the University.

Provided that the panel shall be prepared from out of the candidates who submit their curricular vitae in response to the notification published in the News papers.

6. Manner of appointment of the Registrar, the Deans of the Faculties, the Director of Research and the Director of Extension, the Dean of Student Affairs and the Controller of Examinations:

The following procedure shall be adopted for the appointment of the Registrar, and the Controller of Examinations except for the first time, the Deans of Faculties, the Director of Research and the Director of Extension and the Dean of Student Affairs:

(1) When a vacancy has to be filled, the Board shall constitute a selection committee consisting of the following members.
   (a) The Vice-Chancellor as Chairman.
   (b) Two members of the Board nominated by the Board from among them.
   (c) Two persons not connected with the University and preferably from other Universities nominated by the Board on the recommendation of the Vice-Chancellor for their special knowledge of, or interest, in the subject with which the persons to be appointed will be concerned.

(2) The Registrar shall invite applications by advertising the vacancy.

(3) The Registrar shall act as the Secretary to the Selection Committee, except in a case when he himself is a candidate. In that case, the Board shall appoint another officer of the University, who is not an applicant for the post, to act as Secretary of this Committee.

(4) On receipt of the applications as per sub-clause (2), the Secretary of the Committee shall prepare a list of all names for scrutiny. After scrutiny the eligible candidates shall be interviewed by the Selection Committee, which shall select and recommend a panel of three names, in the order of merit, to the Board of Management for consideration and approval.

(5) Notwithstanding anything in this Statute, it shall be competent for the Board to appoint any person to the vacancy temporarily for a period of six months or till such time the vacancy is filled up in the manner prescribed in clauses (1) to (4) above whichever is earlier.

(6) Notwithstanding anything in this Statute, the Board may in exceptional circumstances and for reasons to be recorded in writing for not following the normal procedure prescribed there for, make appointment to a vacancy in the post in any manner it considers necessary.

(7) The Registrar, the Deans of Faculties, the Director of Research, the Director of Extension, the Dean of Student Affairs and the Controller of Examinations must possess educational qualifications as per Section 21 of the Act and shall also have a minimum of five years experience as Professor in State Fisheries or Veterinary or Agriculture Universtiy/ICAR System; and these officers shall hold office for a term of three years from the date of assumption of charge or till he reaches the age of superannuation, whichever is earlier. Provided that the candidate shall be eligible for another term by selection.

(8) The first Registrar and the first Controller of Examinations shall be appointed by the Vice-Chancellor, with the prior approval of Board of Management, subject to the provisions of clause (7).

7. Manner of appointment of the Comptroller and the Estate Officer:

The following procedure shall be adopted for the appointment of the Comptroller except for the first time, and the Estate Officer:

(1) When a vacancy is to be filled, the Board shall constitute a Selection Committee consisting of the following:

(a) The Vice-Chancellor as Chairman.
(b) One member of the Board nominated by the Board from among its own members.
(c) One outsider who is an expert in the subject concerning the post for which recruitment is to be made.

(2) The Registrar shall invite applications by advertising the vacancy for selection of appropriate candidate for the post.

(3) The Registrar shall act as the Secretary to the Committee.

(4) On receipt of the applications mentioned in clause (2) above, the Secretary of the Committee shall prepare a list of all names for scrutiny. After scrutiny, the eligible candidates shall be interviewed by the Selection Committee which shall select and recommend a panel of three names, in the order of preference, to the Board of Management for consideration and approval.

(5) Notwithstanding anything in this Statute, the Board may, in exceptional circumstances and for reasons to be recorded in writing for not following the normal procedure prescribed therefor, make appointment to a vacancy of Comptroller or the Estate Officer in any other manner it considers necessary.

(6) The period of appointment of the Comptroller and the Estate Officer shall be for a term of three years from the date of assumption of charge or till he reaches the age of superannuation, whichever is earlier. Provided that the candidate shall be eligible for another term by selection.

(7) The posts of Comptroller and the Estate Officer may also be filled through deputation. The Registrar shall contact Government institutions / agencies for suggesting names of suitable persons for deputation.

(8) The first Comptroller shall be appointed by the Vice-Chancellor, subject to clause (6) above, and report to the Board when it meets next.

(9) Government is competent to make arrangements for the placement of suitable persons as University Officers till appointment of first Vice Chancellor.

8. Conditions of service of the Vice-Chancellor:

(1) The Vice-Chancellor shall be entitled to a University motor car for his use and a free furnished house at the campus or a suitable furnished house in the town; or house rent allowance on par with the Principal Secretary to Government.

(2) Leave: (a) The Vice-Chancellor shall be entitled to leave on full pay for one- eleventh of the period spent on duty. Un-availed earned leave can be encashed by the Vice-Chancellor at the end of his term. In the event of same incumbent being

reappointed for a further term or terms continuously, the un-availed earned leave may be carried forward to his next term. Entire un-exhausted earned leave may be encashed by the incumbent at the end of the term(s).

(b) He shall also be entitled, in case of illness or on account of private affairs, to leave without pay for a period not exceeding three months during any three years tenure of office, provided that such leave taken without pay may be subsequently converted into leave on full pay to the extent to which it may be subsequently earned after return to duty.

(3) Traveling Allowance: The Vice-Chancellor shall be paid traveling and halting allowances on par with the Principal Secretary to Government when he is to attend a conference or any meeting or undertakes any journey connected with or relating to any work of the University.

9. Powers and duties of the Vice-Chancellor: In addition to the powers conferred upon the Vice-Chancellor by the Act, the Vice-Chancellor may exercise the following powers:

(1) He shall be entitled to be present at and address at any stage of any meeting of any authority of the University, but not to vote thereat unless he is a member of the concerned authority.

(2) He shall be responsible for the maintenance of discipline among the staff, the students and employees of the University and shall have powers necessary for this purpose.

(3) He shall have the right to inspect all colleges and institutions of the University and he may express his views thereon to the appropriate officer or authority of the University.

(4) He shall have power to institute an enquiry in respect of any matter concerning the University.

(5) He shall have power to interpret the provisions of the Act, Statutes and Regulations. Any person aggrieved may submit an appeal to the Chancellor within ninety days from the date of such interpretation or ruling of the Vice-Chancellor. Any difference of opinion in the matter of interpretation between the Vice-Chancellor and any authority of the University shall, however, be referred to the Chancellor. The decision of the Chancellor on such appeal or reference shall be final. Any subsequent communication from the University to any person or authority about the interpretation or ruling shall not be considered as fresh decision.

(6) He shall have power to constitute such ad-hoc committee as he may deem necessary to help him in the performance of his duties as the Principal Executive Officer of the University.

(7) Whenever an Officer is absent from duty on leave or for any other reason, or whenever any post has not been filled up, the Vice-Chancellor may make such arrangements as may be necessary for the proper discharge of duties of that officer for such period as may be necessary.

(8) He shall have power

(a) to sanction recurring and non-recurring expenditure chargeable to contingencies within the budget provision;
(b) to countersign his own T.A. Bill and the T.A. Bills of the officers of the University;
(c) to re-appropriate from one detailed head to another in the same account, provided that no recurring liability is involved;
(d) to sanction the temporary transfer of amounts from one fund to another, provided that such transfers are reported to the Board in its next meeting;
(e) to sanction all expenditure on construction of building or repairs thereof the estimates for which does not exceed Rs. 50.00 Lakhs in each case;
(f) to sanction expenditure upto a sum of Rs. 10.00 Lakhs in each case at any one time on items of unforeseen character;
(g) to open accounts on behalf of the University in a Treasury or in nationalized Banks.

10. Powers and duties of the Registrar: In addition to the powers and duties conferred and imposed upon the Registrar under the Act he shall have the following powers and duties:

(1) It shall be the duty of the Registrar to issue, under the direction of the Board or the Vice-Chancellor, all notices concerning meetings of the Board of Management and Academic Council and attend the meetings and maintain the minutes thereof.

(2) He shall, in the execution of his duties, be subject to immediate direction and control of the Vice-Chancellor and shall generally render such assistance as may be desired by Vice-Chancellor in the performance of his official duties.

(3) He shall, on application previously made by any member of the Board of Management or Academic Council or Boards of Faculties for the perusal of the proceedings of the Board or Academic Council or Boards of Faculties respectively, fix with the approval of the Vice-Chancellor, a convenient hour and date which shall ordinarily be within ten days of the receipt of the application and arrange for the perusal of the said proceedings and any documents connected with such proceedings at the said hour and date. If, however, there is any difficulty in furnishing any record asked for by the member, he should inform the Board or Academic Council, as the case maybe, accordingly at the meeting of the concerned authority following the member's requisition.

(4) Subject to the provisions of the Act and the Statutes, the Registrar shall conduct correspondence relating to the University and be responsible for the proper maintenance of all the records of the University.

(5) He shall be the custodian of office library of the University.

(6) He shall be responsible for the general discipline of the University Office and shall have disciplinary control over the employees of the University Office.

(7) He shall be in charge of registration of the University and shall maintain a register of all Degree, Diplomas, Certificates, Medals etc., conferred by the University.

(8) He shall be responsible for admission of students to the University including the supervision of the entrance examination.

(9) He shall, with respect to the employees working under him, exercise powers of drawing, disbursing and collection of moneys under relevant Statutes and Regulations.

(10) He shall have the power to countersign the T.A bills and sanction leave of the employees working under him.

(11) He shall have power to sanction expenditure chargeable to contingencies as under :

(i) Non-recurring expenditure upto Rs. 1,00,000/- in each case.

(ii) Recurring expenditure to the extent of budget provision.

(12) He shall maintain service records of all officers and staff of the University.

(13) He shall perform such other duties as may be required.

11. Powers and duties of the Comptroller: In addition to the powers conferred and duties imposed upon the Comptroller by or under the Act, the Comptroller shall have the following powers and duties:

(1) He shall be the custodian of all properties of the University.

(2) He shall sign all contracts made on behalf of the University.

(3) He shall advise in regard to the financial policy of the University and take measures to develop its resources.

(4) He shall purchase all materials and properties required by the University and its various units, except as otherwise provided by the Act, Statutes or Regulations.

(5) He shall place the financial position of the University before the Vice- Chancellor periodically or as and when required.

(6) He shall, subject to the acceptance by the Board, receive all contributions, grants, gifts and endowments made in favour of or for the purpose of the University.

(7) He shall ensure that -

(a) the accounts of the University are properly kept and audited;
(b) the budget of the University is prepared and submitted to the Vice- Chancellor and that the financial sanctions are obtained in time; and
(c) the income and fees due to the University are collected and the salaries and other amounts due to the staff and others are paid promptly;

(8) He shall devise and install suitable system of accounting and business procedure and keep an accounts manual for use in all University offices;

(9) He shall develop and operate an internal audit system so that the record of all officers and employees, responsible for the receipt and expenditure of moneys, maintenance of accounts and custody of property may be verified by the audit.

(10) He shall prescribe financial forms to be used in the University.

(11) He shall have powers to pass bills and sign cheques for payment of contingent charges, pay and allowances of all officers, teachers and other employees of the University and other cheques within the budget amount.

(12) He shall, with respect to the employees working under him, exercise powers of drawing, disbursing and collection of moneys under relevant Statutes and Regulations.

(13) He shall have powers to countersign T.A bills and sanction leave of the employees working under him.

(14) He shall perform such other duties as may be required.

12. Powers and duties of the Dean of Student Affairs: In addition to those listed under sub-section (3) of Section 19 of the Act, the Dean of Student Affairs shall have the following powers and duties:

(1) He shall organize messing arrangements for students.

(2) He shall obtain medical advice and assistance for students.

(3) He shall make arrangements for scholarships, stipends, part-time employments and other such assistance.

(4) He shall arrange travel facilities for students on holidays.

(5) He shall communicate with guardians of students concerning the welfare of the students.

(6) He shall exercise general control over the Libraries, Physical education programme, internet facilities, website maintenance, academic automation, work experience programmes NCC, NSS and the University medical and health services including group medical insurance of students.

(7) He shall be responsible for student discipline.

(8) He shall, in consultation with the Deans and Directors prepare a programme for employment of students in the University and put it up to the Vice-Chancellor for approval.

(9) He shall explore the possibilities of finding suitable employment for graduates and arrange campus interviews.

(10) He shall be responsible for all extra-curricular and co-curricular activities of the students.

(11) He shall have powers to countersign T.A. bills and to sanction all kinds of leave of the employees working under him.

(12) He shall perform such other duties as may be assigned to him.

13. Powers and duties of the Deans of Faculties:

(1) The Dean of Faculty shall be the Chief Executive Officer of the Faculty and responsible to the Vice-Chancellor for its administration.

(2) The Dean of Faculty shall have the following powers and duties:

(a) He shall be responsible for the organization and conduct of teaching, research and extension work of the departments comprised in the Faculty and for the purpose shall pass such orders as might be necessary.

(b) Without prejudice to the right of any member, to prescribe any matter to the Board of Faculty he shall formulate and present policies to the Board of the Faculty for its consideration.

(c) He shall make reports to the Vice-Chancellor on the work of the Colleges, polytechnics and affiliated institutes.

(d) He shall supervise the registration and progress of the students in the Colleges.

(e) He shall formulate and allocate the budget of the Faculty.

(3) He shall have the powers to allot such of his functions, be discharged, subject to his directions and control by such of subordinate officers, as he may from time to time decide.

(4) He shall, with respect to the employees working under him, exercise powers of drawing, disbursing and collection of money under relevant Statutes and Regulations.

(5) He shall have powers to countersign T.A bills and to sanction leave of any nature admissible to the employees working under him.

(6) He shall perform such other duties as may be assigned to him.

14. Powers and duties of the Director of Research: The Director of Research shall have the following powers and duties:

(1) He shall co-ordinate the planning and prosecution of research conducted by the University, excepting research done by students to meet degree requirements and by teachers of the University to improve teaching abilities.

(2) He shall prepare annual budget estimates for such research as may be required by the University.

(3) He shall assist the concerned Deans to meet their responsibilities for direct supervision of the members of the College staff engaged on approved research programmes.

(4) He shall require and supervise the compilation and publication of research results.

(5) He shall be responsible to the Vice-Chancellor in exercise of the powers and discharge of duties under the Act and Statutes.

(6) He shall, with respect to the employees working under him, exercise powers of drawing, disbursing and collection of moneys under relevant Statutes and Regulations.

(7) He shall have powers to countersign T.A. Bills and sanction leave of any nature admissible to the employees working under him.

(8) He shall perform such other duties as may be assigned to him.

15. Powers and duties of the Director of Extension: The Director of Extension shall have the following powers and duties:

(1) He shall prepare yearly programmes and budget needs for the education of farmers and others in connection with Extension Schemes.

(2) He shall supervise off-campus programmes of the University dealing with farmers cooperatives, rural youth programmes, short courses for farmers, publication of monthly, quarterly and annual reports of all the institutions etc.

(3) He shall co-ordinate with the Deans of Faculties in developing courses and in teaching students in various forms of extension education.

(4) He shall direct the development of extension materials such as publications, films, etc., for use in all phases of the extension work.

(5) He shall with respect to the employees working under him exercise powers of drawing, disbursing and collection of moneys under relevant Statutes and Regulations.

(6) He shall have powers to countersign T.A. Bills and sanction leave of any nature admissible to the employees working under him.

(7) He shall perform such other duties as may be assigned to him.

16. Powers and duties of the Estate Officer: He shall have the following powers and duties:

(1) He shall execute and maintain the buildings, roads, fencing, playgrounds, parks, farms and all other infrastructure along with lands of the University.

(2) He shall maintain the utility services.

(3) He shall maintain fire protection services.

(4) He shall maintain architectural and planning services for the University.

(5) He shall prepare the annual budget of the University for construction and maintenance of the buildings and periodical reports showing the progress of works under construction.

(6) He shall maintain the accounts relating to the works in his charge in forms prescribed by the Comptroller.

(7) He shall allot and maintain the quarters and accommodation for the staff of the University.

(8) He shall undertake repairs and construction of the buildings under the control of the University.

(9) He shall have powers to countersign T.A. Bills and to sanction leave of any nature admissible to the employees working under him.

(10) He shall also perform such other duties as may be assigned to him.

17. *Powers and duties of the Controller of Examinations:* The following shall be the powers and duties of the Controller of Examinations:

(1) He shall coordinate with the Registrar and the Dean of the concerned Faculty concerned in the admission, registration and conduct University examinations of the students for various courses in the University.

(2) He shall verify the grade sheets and transcripts of all students examinations.

(3) He shall be responsible for arranging academic calendars, verification of marks lists.

(4) He shall be responsible for the presentation of degrees, diplomas, certificates, medals etc., at the Convocation.

(5) He shall, with respect to the employees working under him, exercise powers of drawing, disbursing and collection of moneys under relevant Statutes and Regulations.

(6) He shall have powers to countersign T.A. Bills and to sanction leave of any nature admissible to the employees directly working under him.

(7) He shall perform such other duties as may be assigned to him.

CHAPTER III
AUTHORITIES

18. Powers and duties of the Board of Management: In addition to the powers and functions mentioned in section 25 of the Act, the Board shall exercise and perform the following powers and functions:

(1) To declare by Statute that the University shall include any other Faculty under sub-section (1) of section 30;

(2) To publish the annual report containing the review of the progress made in different spheres of activities of the University;

(3) To submit to the Government legislative proposals which it considers necessary for the betterment and promotion of Fisheries Sciences.

(4) To consider the proposals for the institution of fellowships, scholarships, bursaries, medals and prizes.

(5) Any other for the better functioning of the University.

19. Powers and duties of the Academic Council: In addition to the powers, functions and duties mentioned in section 27 of the Act, the Academic Council shall have the following powers:

(1) To determine the degrees and diplomas which shall be awarded and the conditions for their award;

(2) To make regulations for the appointment of teachers;

(3) To recommend candidates for degrees, diplomas, certificates and non-formal courses to be conferred by the University;

(4) To recommend for the establishment, amalgamation, division or abolition of Faculties or Departments.
Provided that, if additional funds are required prior approval of the Board shall be obtained.

(5) To recognize, subject to the confirmation of the Board, the examinations of the recognized Universities equivalent to the corresponding examinations of the University;

(6) To propose rules to the Board for the award of scholarships, fellowships, medals etc.

(7) To make proposals for the consideration of the Board regarding distribution of new grants by the Government to the Colleges for the development of higher teaching, research etc., whenever the University is consulted by the Government on such matters.

(8) To promote research within the University and to obtain reports on such research from the persons employed thereon;

(9) To approve the change of name/ premises /location/ management or other aspects with regard to affiliated institutes.

(10) To recommend to the Board towards the change of name/ premises/location or other aspects with regard to University Colleges, Polytechnics, Research Stations and other institutes.

(11) To recommend to the Board the making of grants to institutes which contribute to University teaching, research etc;

(12) To make regulations regarding the holding of convocation;

(13) To constitute a committee on student discipline; and

(14) Any other matter for better academic standards in the University.

20. Term of the teachers nominated by the Vice-Chancellor to the Academic Council: The term of the teachers nominated by the Vice-Chancellor to the Academic Council shall be two years from the date of nomination.

21. Constitution of Boards of Faculties: The Boards of Faculties shall consist of the following:

(a) Dean of the Faculty concerned
(b) Deans of other Faculties
(c) Dean of Student Affairs
(d) Director of Research
(e) Director of Extension

(f) Controller of Examinations
(g) Associate Deans concerned
(h) All Professors, Principal Scientists, University Heads of Departments and College Heads of Departments in the faculty
(i) Two eminent scientists from outside the University to be invited by the concerned Dean, and
(j) Three representatives of the faculty of whom two in the cadre of Associate Professor and one in the cadre of Assistant Professor to be nominated by the Vice-Chancellor.

22. Powers and duties of the Boards of Faculties: The Boards of Faculties shall have the following powers:

(1) To make recommendation to the Academic Council regarding admission of Students to the University;

(2) To draw the curricula and courses and recommend to the Academic Council books to be prescribed as text books;
Provided that no book shall be recommended unless the report of the members of the Board of Faculties is obtained thereon;

(3) To recommend to the Academic Council conditions under which students shall be admitted to the Degrees, Diplomas and Certificates;

(4) To recommend to the Academic Council for the establishment, amalgamation, Sub-division and abolition of Departments;

(5) To propose the fellowships, Scholarships, Studentships, Bursaries, Medals and Prizes to be instituted by the Board of Management;

(6) To recommend to the Academic Council for the recognition of the degrees, diplomas and other certificates of the recognized Universities and determine their equivalence to the corresponding degrees, diplomas and certificates of the University;

(7) To act as a consultation body with regard to all questions referred to it generally and those relating to an integrated and well balanced course of study particularly;

(8) To suggest to the Academic Council examiners on special subjects;

(9) The Boards of Faculties shall have power to appoint either standing or temporary committees as they deem proper; and

(10) Any other matter pertains to better academic standards in the faculty.

Planning Board

23. The Constitution of Planning Board shall be as follows:

(i) The Vice-Chancellor as Chairman
(ii) The Director of Research – Secretary
(iii) The Vice-Chancellor, Sri Venkateswara Veterinary University
(iv) The Director of Extension
(v) The Deans of Faculties
(vi) The Dean of Student Affairs
(vii) The Commissioner of Fisheries
(viii) One member nominated by the Board from among the members of the Board
(ix) Two faculty members not below the rank of Professor
(x) Two progressive Aqua farmers / representative of the fish processing industry

24. Powers and functions of the Planning Board

(i) It shall give guidelines to the perspective plan of the University and annual plan;

(ii) Quinquennial updating the master plan of the University;

(iii) It shall outline and plan the research and extension programmes/ projects for development of Fisheries Sciences;

(iv) It shall outline and plan the requirements to be taken up in teaching including the work experience programme in the University; and

(v) It shall meet preferably twice a year recommending to the Finance Committee and the Board annual plan for approval and implementation. Any other function necessary for development of Fisheries Sciences in the State.

CHAPTER IV
Meetings

Procedure at the meetings of Board of Management

25. General: The following procedure shall be followed at the meetings of the Board of Management:

(1) Meetings of the Board of Management shall be of three kinds, viz, (a) Ordinary, (b) Urgent and (c) Special.

(2) The date, hour and venue for the meetings of the Board shall, subject to the provision in sub-section (2) of section 25 of the Act, be fixed by the Vice-Chancellor.

(3) No business shall be transacted at the Board meeting unless at least 50% members are there at such meeting.

(4) If at any time, the number of members present at a meeting is less than the number of members specified in the clause (3), the Chairman shall adjourn the meeting to a date not later than three (3) days from the date of such meeting after informing the members of the date, time and place of the adjourned meeting. It shall thereupon be lawful for the Chairman to dispose-off the business intended to be transacted at the original meeting, irrespective of the number of members present in the adjourned meeting. Any decision taken / resolution passed in such adjourned meeting shall be as effectual and binding as if such decision taken / resolution passed in the Board in the original meeting.

(5) Non-receipt of notice, agenda and other papers connected with any meeting of the Board by any member shall not invalidate the proceedings of the meeting.

26. Ordinary Meetings:

(1) The Registrar shall, under the direction of the Vice- Chancellor, give notice not less than ten (10) days before the date of an ordinary meeting.

(2) The Registrar shall, under the direction of the Vice-Chancellor, send to every member of the Board, agenda papers specifying the place, day and hour of the meeting and business to be brought before the meeting. Provided that the Vice-Chancellor may bring any business, which in his opinion, is urgent before any ordinary meeting as a table item.

27. Urgent Meetings:

(1) The Vice-Chancellor may, whenever he thinks necessary, convene an urgent meeting of the Board for the transaction of any urgent business.

(2) The Registrar, under direction of the Vice-Chancellor, shall ordinarily give three (3) days notice of the Urgent meeting and forward with the notice to each member with agenda paper for the meeting.

(3) It shall be open to the Vice-Chancellor to bring before an urgent meeting any urgent business with or without placing it on the agenda paper.

28. Special Meetings:

(1) A Special Meeting of the Board shall be convened by the Vice-Chancellor on receipt of requisition in writing signed by not less than 50% of the members of the Board and sent to the Registrar. All such requisitions shall contain the terms of the resolution or resolutions to be moved together with name of the mover of each resolution. No business other than consideration of such resolution or resolutions shall be transacted at a Special meeting provided that the Vice-Chancellor may bring any urgent business before such special meeting with or without notice. A special meeting may also be convened by the Vice- Chancellor for consideration of any special subject which, in the opinion of Vice- Chancellor, is necessary.

(2) Issue of notice and agenda paper and other requisites for the conduct of special meeting shall, so far as they are applicable, be the same as those prescribed and applicable for urgent meetings of the Board.

29. Business by Circulation:

(1) Any business which is to be transacted by the Board may, if the Chairman so directs, be referred to the members by circulation.

(2) Any proposal or resolution circulated under clause (i) and approved

by majority (more than 50%) members shall be as effectual and binding as if such proposal or resolution was decided by the Board in a meeting.

(3) If a proposal or resolution is circulated under this statute, the result of the circulation shall be communicated all the members.

(4) All decisions taken by circulation of papers shall be placed at the next meeting the Board for record purpose

CHAPTER V
Faculties

30. Faculties: The University shall have the Faculty of Fisheries Science and other faculties as may be approved by the Board of Management.

CHAPTER VI
Departments

31. Establishment of Departments of Teaching in the Faculties:

(1) The Department shall be the primary unit of education and administration. It shall carry on programmes of teaching and research and, where appropriate, extension in a particular field of knowledge;

(2) Each Faculty shall consist of departments which shall undertake teaching, research and extension in their respective fields;

(3) The departments under each Faculty shall be as recommended by the Academic Council and approved by the Board.

CHAPTER VII
Establishment, Amalgamation, Sub-Division and Abolition of Faculties

32. Establishment, amalgamation, Sub-division and abolition of Faculties:

(1) Without prejudice to the powers of the Academic Council as defined in sub-section (1) of Section 27 of the Act, the establishment, amalgamation, sub-division and abolition of faculties, shall be approved by the Board on the recommendation of the Academic Council.

(2) The Colleges shall have the Departments as approved by the Academic Council on the recommendation of the Board of Faculty.

CHAPTER VIII
Classification of Teachers and Other Employees

33. Classification of Teachers:
(1) Teachers as defined in sub-section (31) of Section 2 of the Act shall include the following:
(a) Professors;
(b) Associate Professors;
(c) Assistant Professors;

(2) Classification of employees other than teachers:
(a) Joint Registrar;
(b) Deputy Registrar/Deputy Comptroller;
(c) Transport Officer;
(d) Assistant Registrar/Assistant Comptroller/Administrative Officer/Personal Secretary to Vice-Chancellor;
(e) Deputy Executive Engineer;
(f) Manager (Press);
(g) Medical Officer
(h) Other non-teaching staff

CHAPTER IX

Institution of Fellowships, Scholarships, Studentships, Bursaries, Medals and Prizes and the Conditions of award thereof

34. *(1)Institution of fellowships, scholarships, studentships, bursaries, medals and prizes:* The proposals with regard to the institution of fellowships, scholarships, studentships, bursaries, medals and prizes shall be initiated by the appropriate Board of Faculty and shall be considered by the Academic Council and the Board of Management. Thereafter they shall be provided for in the respective budgets of the Colleges by the Deans concerned.

(2) The conditions of award of fellowships, scholarships, studentships, bursaries, medals and prizes are governed by the rules prescribed therefor individually.

CHAPTER X
Conferment of Honorary Degrees and Academic Distinctions

35. Conferment of Honorary Degrees and Academic distinction:
(1) The Board shall, subject to the confirmation by the Chancellor, have power to confer Honorary Degrees and other Academic distinctions on the recommendation of the Academic council on persons, who by virtue of their eminence and attainments or contributions to the cause of learning science or their established position in the scientific world are fit and proper persons to receive Doctor of Science (D.Sc.) *Honoris Causa.*

(2) All proposals for the conferment of Honorary Degrees shall be made to a Committee consisting of Vice-Chancellor and the Deans of Faculties and if accepted by the Committee, shall be placed before the Academic Council and the Board of Management for approval before submission to Chancellor for confirmation.

(3) Honorary Degree shall be conferred only at Convocation, and may be taken in person or in absentia.

CHAPTER XI
Holding of Convocation

36. Convocation: (1) All degrees, diplomas, honorary degrees shall be conferred by the University at Convocation either in person or in absentia.

(2) A Convocation for conferring degrees preferably be held every year on a date to be fixed by the Chancellor.

(3) A special convocation may, if necessary, be convened as per need for conferring Honorary degrees.

CHAPTER XII
Hostels

37. Establishment and abolition of Hostels:
(1) The Board shall, on the recommendation of the Vice-Chancellor, establish hostels for students of the University. No hostel shall be abolished without prior approval of the Board.

(2) No student of the University shall be permitted to reside outside the hostel maintained by the University, except with the permission of the Dean of Student Affairs.

Note: This clause shall not apply to the students who reside in their own house with their parents or under a proper guardian.

CHAPTER XIII

38. Conditions of Service of University Officers other than Vice-Chancellor

(1) These statutes shall apply to all officers of the University other than the Vice- Chancellor subject to the provisions of sub-section (4) of Section 54 of the Act.

(2) Medical Certificate of fitness:

(a) No person shall be appointed to a post without a medical certificate of Health, in the form prescribed therefor by Government, from time to time, from a Gazetted Medical Officer or Honorary Medical Officer of equal standing or a Registered Medical Practitioner.

Provided that if an officer has already produced a medical certificate of fitness at the time of his first appointment to any post in the University Service no further medical certificate shall be required for subsequent appointment to any other post.

(b) The Officers on deputation with the University and the Officers appointed in temporary vacancies for a period not exceeding six months are exempted from producing Medical Certificate of fitness.

(3) Pension-cum-provident fund: The officers of the University shall be entitled to such retirement benefits as may be prescribed under Section 42 of the Act subject to the guidelines of the Government.

(4) Penalties: i) The following penalties may, for good and sufficient reasons, be imposed upon any officer of the University:

Minor Penalties:

(a) Suspension;
(b) Censure;
(c) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of order;
(d) Withholding of increments of pay without cumulative effect;
(e) Reduction to lower stage in the time scale of pay for a period not exceeding three years without cumulative effect and not adversely affecting his pension;

Major Penalties:

(f) Withholding of increments of pay with cumulative effect;
(g) Reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the officer will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of pay;
(h) Reduction to lower scale of pay, grade or post, which shall ordinarily be a bar to the promotion of the officer to the time scale of pay, grade or post from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post from which the officer was reduced;
(i) Compulsory retirement;
(j) Removal from the service of the University which does not disqualify him for future employment.
(k) Dismissal from the service of the University which ordinarily disqualify him for future employment.

Provided that where it is proposed to take action as mentioned in items (b) to (k) above, in case of an officer in foreign service with the University, a recommendation to that effect shall be made to the lending authority for such action as it considers necessary.

(ii) An officer may be placed under suspension from the University service pending investigation or enquiry into grave charges, where such suspension is necessary in the interest of the University.

(iii) The authority which may suspend an officer shall be the Vice- Chancellor.

(iv) The authority which may impose on an officer the penalties (b) to (k) of sub clause (1) above shall be the appointing authority.

Note: No penalty indicated in sub-clause (iv) above shall be imposed unless the officer has been given a reasonable opportunity of showing cause against the action proposed to be taken against him.

(v) The grounds on which it is proposed to take action under sub-clause (iv) shall be reduced to the form of a definite charge or charges which shall be communicated in writing to the officer concerned and shall be required within a reasonable time to state in writing whether he admits the truth of all or any of the charges, what explanation or defense, if any, he has to offer and whether he desires to be heard in person. If he so desires or if the competent authority so directs, an oral enquiry shall be held at which all evidence shall be heard as to such of the charges as are not admitted. The persons charged shall be entitled to cross examine the witnesses, to have such witnesses called as he may wish, provided that the officer conducting the enquiry may, for reasons to be recorded in writing, refuse to call any witness. The proceedings shall contain sufficient record of the evidence and a statement of the findings and the grounds thereof.

(vi) No officer, who is called upon to produce his defense as to charges which form the subject of any enquiry against him, shall be allowed to engage counsel.

(vii) After the enquiry against an officer has been completed and after the punishing authority has arrived at a provisional conclusion with regard to the penalty to be imposed is as at sub-clauses (b) to (k) of sub-clause (i), be supplied with a copy of the report of the enquiry authority and he shall be called upon to show cause within a reasonable time, not ordinarily exceeding one month, against the particular penalty proposed to be imposed upon him. Any representation submitted by the accused in this behalf shall be taken into consideration before final orders are passed.

(5) Appeal: An appeal against the order passed by the Vice-Chancellor under sub-clause (iii) of clause 5 shall lie to the Board,

provided that it is preferred within a period of three months from the date on which a copy of the order appealed against is delivered to the appellant.

(6) Allowances and leave during suspension: (i) An officer under suspension shall be entitled to subsistence allowance at an amount equal to the leave salary which he would have drawn if he had been on leave on half pay and in addition, dearness allowance admissible on the basis of such leave salary.

Provided that where the period of suspension exceeds three months, the authority which made or is deemed to have made the orders of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first three months as follows:

(a) The amount of subsistence allowance may be increased by a suitable amount, not exceeding fifty per cent of the subsistence allowance admissible during the period of first three months, if in the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing, not directly attributable to the officer.

(b) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding fifty per cent of the subsistence allowance, admissible during the period of the first three months, if, in the opinion of the said authority, the period of suspension has been prolonged due to reasons, to be recorded in writing, directly attributable to the officer.

(c) The rate of dearness allowance will be based on the increased or, as the case may be, the decreased amount of subsistence allowance admissible under sub- clauses (a) and (b) above.

(d) Any other compensatory allowances admissible from time to time on the basis of pay of which the officer was in receipt on the date of suspension subject to the fulfillment of other conditions laid down for a drawal of such allowances.

(ii) No payment under sub-clause (i) shall be made unless the Officer furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

(iii) A suspended officer shall not be entitled to any leave for the period of suspension.

(iv) Arrears of subsistence allowance due to an officer shall not be withheld, but be paid to him after adjusting the same against the following amounts, if any, due by him to the University.

(a) Income tax and surcharge (provided to the officers yearly income calculated with reference to subsistence allowance is taxable);

(b) house rent and allied charges, i.e., electricity, water, furniture, etc.

(c) repayment of loans and advances taken from the University at such rates as the University deems it right to fix.

(d) over payments (having due regard to the circumstances of each case). Recoveries of over payments from the officer under suspension should not ordinarily be made at a rate greater than one third of the amount of subsistence allowance, exclusive of dearness allowance, if any, admissible under sub- clause (i) above.

(v) If an officer under suspension is dismissed or removed from service, arrears of subsistence allowance, if any, due to him upto the date of termination of proceedings shall be paid to him.

(7) Pay on reinstatement after suspension: When an officer who was suspended is finally reinstated, he shall get full pay unless the competent authority has expressly ordered a deduction to be made for suspension period as a punishment.

(8) Increments: (i) An increment shall ordinarily be drawn, as a matter of course, but the competent authority may withhold the increment if the conduct of the officer has not been good or his work not found satisfactory.

(ii) All duty in a time scale counts for increments in that time scale.

(iii) Service in another post, whether in a substantive or officiating capacity, carrying the same or higher time scale of pay and the service on foreign service and leave other than extraordinary leave counts for increments in the time scale applicable to the post on which the officer holds a lien or should have held a lien, had his lien not been suspended.

(iv) The Board of Management may, for adequate reasons recorded, grant premature increments to an officer on a time scale of pay.

(9) *Conduct and Discipline*:

(i) Acceptance of work outside the University: An officer shall ordinarily devote his whole time to the service of the University and shall not without written permission of the Vice-Chancellor engage directly in any trade or business whatsoever or any other work which in the opinion of the Vice-Chancellor may interfere with the proper discharge of his duties.

(ii) General Conduct: No officer shall take part in any act or movement calculated in the judgment of the Vice-Chancellor to bring the University into disrepute. It shall be the duty of every one of the Officer to honour the confidence reposed in him by the University and not to divulge any information obtained by him in the course of his official duties to outsiders or to make any use thereof which would be improper.

(iii) Discussion of the policy or action of the University: The Officers of the University shall not indulge in any public criticism of the University administration in such a manner as savours of defiance and insubordination or cause or is likely to cause embarrassment to the administration in its relation to its staff or students of the Colleges. Nor shall it be permissible for them to indulge in criticism, which will embarrass the University administration in its relation to members of the different communities among the staff or the students.

(iv) Taking part in politics: (a) An officer of the University shall not take part in politics or stand for elections unless Board of Management is satisfied that in their conduct and demeanour they will observe the restraints, dignity and courtesy enjoined by the University traditions and unless the Board of Management is further satisfied that their political and other public activities do not conflict or interfere with their duties in the University. The decision of the Board of Management in this matter is final.

b) If an officer of the University, by speeches or otherwise seeks to mislead the students into activities which in the judgment of the Board of Management are objectionable, he is punishable for dereliction of duty.

(v) General Discipline: All officers of the University, whether paid a salary or not or whether in receipt of honoraria or allowances and whether full time or part time, be held to be under the general internal discipline of the University and such rules of discipline as are enforced, or as may be made, from time to time.

(vi) Lending, Borrowing and insolvency: (a) No officer shall, save in the ordinary course of business with a bank or a public limited company, directly or indirectly engage in the business of money lending, borrow money from, or otherwise place himself under pecuniary obligation to, any person on whom he can exercise official authority.

(b) The above prohibition shall not apply to: any transaction of an officer with a co-operative society registered or deemed to have been registered under the law relating to Co-operative Societies for the time being in force in the state; an officer who lends money while acting as an executor, administrator or a trustee without profit or advantage to himself; an officer who belongs to a Joint Hindu Family carrying on the business of money-lending as an ancestral profession, provided he takes no active share in that business;

(vii) Gifts: No officer shall place himself under any form of official obligation or embarrassment by himself accepting or permitting any member of his family to accept from any person any gift. If however, the offer of gift cannot be refused, it may be accepted and the matter reported to the Vice-Chancellor for decision as to its disposal.

(viii) Subscriptions: No officer shall, except with the previous sanction of the Vice- Chancellor, ask for, or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever.

(ix) Moveable and immoveable property: (a) No officer shall except after previous intimation to the Vice-Chancellor, acquire or dispose of or permit any member of his family to acquire or dispose of any immovable property, by exchange, purchase, sale, gift or otherwise either by himself or through others.

An officer who enters into any transaction concerning any movable property exceeding Rupees ten lakhs in value, whether by way purchase, sale or otherwise, shall forthwith report such transaction to the university.

(b) The Board may, at any time by general or special order, require its officers to submit, within a period specified in the said order, a full and complete statement of such moveable or immoveable property of the specified value held or acquired by him or by any member of his family. Such statement shall, if so required by the Board, include particulars of the means by which, or the source from which, such property was acquired.

Note: For purposes of this statute, 'family' includes the wife or husband and children including adopted son and step children of an officer residing with or wholly dependent on him.

(x) Vindication of acts and character of the officers of the University: No officer shall, except with the previous sanction of the Board, have recourse to any Court or to the press for vindication of his official act which has been the subject matter of adverse criticism or an attack of a defamatory character in public.

Note: Nothing in this statute shall be deemed to prohibit any officer from vindicating his private character on an act done by him in his private capacity.

No officer shall except the previous sanction of the board accept from any person or body compensation of any kind for malicious prosecution or defamatory attack in respect of his official act unless such compensation has been awarded by a competent court of law.

(xi) Strikes: No officer shall take part in any strike, incitement thereto or a similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the University to disrepute.

(xii) Influencing superior authorities for furtherance of interest: No officer shall bring or attempt to bring any extraneous influence to bear upon any authority for the furtherance of his interests.

(xiii) Prohibition of sexual harassment of working women: No officer shall in the performance of his official duties act in a discourteous and discriminate manner with any working women or indulge in sexual harassment either directly or by implication.

Such conduct which amounts to a special offence under the Indian Penal Code, 1860 or under any other law for the time being in force.

(10) Lien: An officer appointed on tenurial basis to a permanent post be entitled for a lien on that post for a period not exceeding three months, subject to approval of the board.

(11) Declaration of Age: An officer appointed by direct recruitment shall make a declaration of age to the appointing authority at the time of his entry into the service of the University based on his S.S.L.C. Register or S.S.C. certificate or such other documentary proof as may be acceptable to the appointing authority upon which the age will be admitted. After the declaration of age and acceptance of the same by the appointing authority, it shall be binding on him and no revision of such age shall be allowed to be made at a later date for any purpose whatsoever.

(12) Termination of Service or Resignation: (i) The services of a temporary officer who has not been appointed in accordance with the procedure prescribed in the Act or the Statutes, are liable to be terminated at any time without notice and without assigning any reason thereof.

(ii) An officer shall be required to give three months notice, in case he desires to be relieved or he shall pay to the University three months salary in lieu of such notice, unless otherwise directed by the Board of Management.

(iii) An officer before leaving the University service shall handover the charge of his post to a duly authorized officer and shall return to the University all books, apparatus, furniture, etc., issued to him for his personal use and shall pay up in full, all the charges due from him for occupation of residential quarter etc. If he fails to do so the amount due from him on the above items shall be recovered from his last salary or any other sums due to him.

(iv) An officer who is in the occupation of residential accommodation of the University shall, on leaving service of the University, vacate the residence allotted to him by the University.

(13) Leave: Leave cannot be claimed as a matter of right. When the exigencies of service so required, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

(14) Authority to Grant Leave: The Vice-Chancellor shall be the authority competent to grant leave to all officers.

(15) Earned Leave: An officer of the University shall continue to earn leave as per his previous permanent appointment in the University, provided that he will cease to earn such leave when the earned leave accumulates maximum limit as prescribed by Government from time to time.

(16) Medical Leave and Leave on Private Affairs: Leave on medical certificate and leave on private affairs may be granted to an officer at any time according to the rules of the Government of Andhra Pradesh and subject to such limitation as the competent authority may, in each instance in which such leave is applied for, determine.

(17) Extraordinary Leave: The competent authority may in its discretion, for any special reason grant an officer extraordinary leave of absence, but such leave shall be without pay and shall not ordinarily exceed six months at a time and shall also not count towards gratuity.

Provided that the maximum total period for which such leave may be granted shall not ordinarily exceed two years in the entire service.

(18) Maternity Leave: Subject to the conditions hereinafter specified, the competent authority may grant to married women, maternity leave as prescribed by the Government from time to time.

(i) Maternity leave may be granted in continuation of other kinds of leave;
(ii) Leave of any other kind may be granted in continuation of maternity leave if the request for its grant is supported by medical certificate;
(iii) Maternity leave shall not be debited against the leave account.

(19) Special Casual Leave: Special Casual Leave (quarantine leave) not counting against ordinary casual leave shall be granted to an officer when he is required to be absent himself from duty owing to any of the following infectious diseases or any other disease declared by the Public Health authorities as infectious, in his House, for such period as may be recommended by the Health Department of the locality.

(i) Small-pox
(ii) Chicken-pox

(iii) Plague
(iv) Cholera
(v) Typhoid
(vi) Acute Influenza Pneumonia
(vii) Diphtheria
(viii) Cerebra-spinal meningitis.

The period of this leave shall be treated as duty for purposes of calculation of other kinds of leave.

(20) Casual Leave: Casual leave admissible to an officer shall be fifteen days in a year. It cannot be combined with any other leave but can combine with holidays, provided that the total period of absence including holidays does not exceed ten days at a time.

(21) Record of Service: There shall be a Service Register for every officer giving history of his service from the date of his appointment including increment, promotion, reward, punishment and all other special events in his service. The Service Register shall also contain a leave account form for the officer showing a complete record of all leave (except casual leave), earned as well as unearned, taken by him.

(22) Retirement: i) For the purpose of this Statute, the officers of the University shall continue to be governed, as per their previous category held permanently in the University, or if they are directly recruited they shall hold office till they attain the age of superannuation.

ii) Any officer, after giving three months previous notice in writing to the appointing authority, may retire from service on the date on which he completes twenty years of qualifying service before attaining the age of superannuation.

Provided that no officer who is under suspension when the notice referred to in sub-clause (ii) is given or is placed under suspension after such notice is given before his retirement, shall retire except with the specific approval of the appointing authority.

iii) Any officer who has given a notice under sub-clause (ii) shall not withdraw the notice, except with the specific approval of the authority to which that notice is given and no request for withdrawal of such notice shall be entertained unless the said authority received it before the intended date of his retirement.

(23) Payment of House Rent: If an officer occupies the house provided by the University, he shall pay rent as fixed by the University.

(24) Additional Charge Allowance: (i) If an officer is placed in additional charge of one or more independent posts at one time as a temporary measure, for a period exceeding 15 days, he may be paid additional remuneration at one fifth of the pay drawn by the employee in respect of each additional post. The drawal of additional charge allowance should not normally be allowed for a period exceeding six months.

ii) The drawal of additional pay should not be allowed for a period exceeding six months, out of which in respect of the first three months, the rate of additional pay should be as laid down above, and for the exceeding period it should be at one half thereof.

Note: The term "independent" should be interpreted as meaning 'separate' or 'distinct' and not in original sense of one post being subordinate or inferior to another.

(25) Joining Time: Joining time may be granted to an officer to enable him to join a new post at a different station to which he is transferred while on duty in his old post.

Six days are allowed for preparation and in addition a period to cover the actual journey calculated as follows:

(a) For the portion of journey which he travels or might travel:

One day for each	
By railway	500 kilometers
By motor car	150 kilometers
In any other way	25 kilometers

(b) For any fraction of any distance prescribed in clause (a), extra day is allowed.

(c) Travel by road not exceeding eight kilometers to or from a railway station at the beginning or at the end of a journey does not count for joining time.

(d) A Sunday does not count as a day for computing the period of six days allowed for preparation, but Sundays are included in the period allowed for the actual journey.

An officer, who does not join his post within his joining time, is entitled to no pay or leave salary after the end of the joining time. Willful absence from duty after the expiry of joining time may be treated as misbehaviour.

39. Deputation: (1) Notwithstanding anything in these Statutes, the personnel, whose services are borrowed from the State Government/ the Central Government or any other bodies on the terms and conditions prescribed by them for their officers on Foreign Service or contract basis, shall be governed by the terms of their appointment.

(2) to facilitate exchange of knowledge and skill between lab and farm, there shall be a provision for exchange of personnel between the University and the Department of Fisheries on deputation basis and these deputations shall be governed by the rules and regulations of foreign service of the Government in vogue.

(i) Assistant Professors with two years of experience shall be eligible for deputation as Assistant Director of Fisheries in the Department of Fisheries. Similarly Assistant Director of Fisheries with two years experience shall be eligible for deputation as Assistant Professor in the University.

(ii) Associate Professors with two years of experience shall be eligible for deputation as Deputy Director of Fisheries in the Department of Fisheries. Similarly Deputy Director of Fisheries with two years experience shall be eligible for deputation as Associate Professor in the University.

(iii) Professors with two years of experience shall be eligible for deputation as Joint Director of Fisheries in the Department of Fisheries. Similarly Joint Director of Fisheries with two years experience shall be eligible for deputation as Professor in the University.

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